



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Grants and Volunteer Coordinator
Salary Range:	\$50,000 - \$60,000 Commensurate to Education and Experience
Job Location:	Naples

Job Summary

Develops and implements effective grants and volunteer programs:

Grants: including researching and writing grant proposals, maintaining a grants calendar to monitor the application process and keep track of various deadlines, and collaborative work with Program Managers to ensure grant goals and outcomes are met and reported on in a timely and professional manner.

Volunteers: including recruiting, training, evaluating, and supervising volunteers from the community and the onsite program to supplement staff resources. Recruits, trains, coordinates and monitors the work of individual volunteers and volunteer groups ensuring ample staff to meet program needs; prepares records and reports regarding the same. Seeks opportunities to promote Boys & Girls Club of Collier County and its programs to the community.

Key Responsibilities

Grants

- Prepare compelling, effective, and well-written grant applications, proposals, correspondences, and other documents for new and existing funders.
- Manages the administration of grant cycles for all organizational grants from application to closing, ensuring that all grant requirements are met on time.
- Coordinates grants management processes including oversight of pre and post-award data management, reporting, stewardship and multi-year grant requirements and payments.
- Search potential funding organizations and identify possible grant opportunities.
- Organize regular grant meetings with department heads to discuss reporting, requirements, updates, issues, and recommendations.
- Assist in preparing budget for grant applications.
- Ensure error-free (both with information and grammar) grant submissions and grant reporting.
- Ensures compliance with all grant reporting processes.
- Manages and maintains grant tracking system/calendar.
- Works closely with colleagues to learn about projects that could be funded through grants.
- Prioritizes multiple deadlines and manages supplemental requirements for grant proposals.
- Build a positive relationship with existing and potential funding sources.

Volunteers

- Initiates and coordinates planning for all volunteer recruitment activities.
- Determines the need for volunteer staff through program or department heads.
- Recruits, interviews, conducts new volunteer orientation and background screens on all volunteer candidates.



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- Recruits volunteers through social media, media, community events and outreach.
 - Assists with supervision of volunteers while on-site.
 - Works with program or department heads on volunteer scheduling, assigning work details, training, planning, and instructing in proper methods and procedures.
 - Assists in identifying and recommending changes in assignment and termination of volunteer staff as needed.
 - Maintains an up-to-date volunteer database.
 - Develops and maintains a volunteer handbook/manual and applicable volunteer forms.
 - Prepares public presentations on organizational volunteer needs. Seeks opportunities for volunteer recruitment, such as speaking engagements, volunteer job fairs, community connections and agreements with churches, clubs, community groups, and companies to provide volunteers.
 - Develop and execute a formal, volunteer recognition and stewardship program to ensure volunteers feel appreciated, valued, and connected to the mission.
 - Create and manage special volunteer specific occasions, including volunteer appreciation events and other potential friend-raising and fundraising initiatives.

Experience & Qualifications

- Bachelor's degree preferred, Substitute education for experience, Five (5) + years of professional experience in Youth Development, Education, Non-Profit, or program/people management.
- Minimum of 2 years of work experience directly with grants (writing and/or implementation) with proven success.
- Minimum of 1 year experience directly managing people.
- Demonstrated organizational skills and project management abilities, attention to detail, and promptness.
- Experience in youth development programming a strong plus
- Must possess excellent verbal and written communication and organizational skills
- Proven effectiveness applying for, securing and reporting on a grants portfolio
- Must be a positive person with the ability to work collaboratively within a team
- Experience with basic financial management skills, including developing and monitoring budgets
- A multi-tasker with a strong ability to work independently
- Ability to prioritize work, meet deadlines, and produce quality results on time

Additional Qualifications

As a person you are:

- Passionate and high-energy— you love building connections between departments, ensuring organizational success through the accomplishment of financial goals
- Highly organized and self-motivated— you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.



A mission and values driven individual—you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Compensation

\$50,000-\$60,000 commensurate with education and experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave, and performance-based bonuses.

To Apply

Qualified candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP